

State of Montana
MT PRRIME Project
Agency Readiness Workplan

Activities & Time Frames							
Status	Activity	Task ID	Step ID	Task Description	Task ID	Agency Workproduct/Output	Task Due Date
	2			HARDWARE			
		2.1		Review requirements for workstations, LANs, printers, and file server	2.1	Inventory of workstations, LANs, printers and file servers needed to meet MT PRRIME requirements	AM: 6/30/98 HR: 11/2/98 FIN: 1/4/99
		2.2		Identify additional hardware needs and prioritize according to identified module users	2.2	Prioritized list of hardware needs	
		2.3		Determine file servers where executables will be stored	2.3	List of servers, by building and owner agency, which will be used to store executables.	7/1/98
		2.4		Procure additional hardware	2.4	Technology upgrade plan and schedule	11/19/98 AM: 7/1/99
		2.5		Install/Upgrade workstations		HR and FIN order by:	1/15/99 AM: 8/1/98 HR: 2/15/99 FIN: 2/15/99
		2.6		Install/Upgrade LANs			8/14/98
		2.7		Install/Upgrade printers			AM: 8/1/98 HR: 2/15/99 FIN: 2/15/99
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		5.1		For applications which will require an interface with PeopleSoft, review data requirements, functionality, and coordination between these systems and PeopleSoft			7/30/98
			5.1.1	Review, with MT PRRIME staff, new interface requirements			Completed
			5.1.2	Review agency systems and subsystems:			
				a) Determine whether systems or subsystems can be replaced by PeopleSoft functionality			9/30/98
				b) Determine whether there is a duplication of data between systems, if the data must be carried in both systems, and how it will be synchronized			9/30/98
				c) Identify required modification to the systems or subsystems used to generate new interface files.			9/30/98
		5.2		Develop the interface programs for these systems, based on the file formats and data requirements specified by the MT PRRIME team; in-bound file formats can be found on Internet Web site.			11/30/98
			5.2.1	Design the programs			11/30/98
			5.2.2	Code the programs			12/30/98
			5.2.3	Test the programs (coordinate this with MT PRRIME system test activity)	5.2.3	Run interfaces and verify operability of interfaces, at least one month prior to "go live" date.	3/1/99
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Status	Activity	Task ID	Step ID	Task Description	Task ID	Agency Workproduct/Output	Task Due Date
	6			DATA PURIFICATION/CONVERSION			
		6.1		Prepare for agency data			
			6.1.1	Identify applications that will be replaced by PeopleSoft	6.1.1	Inventory of systems/data to be replaced	AM complete

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		7.3		Confirm AM moduule training			
			7.3.1	MT PRRIME mails confirmation letter to AM module trainees notifying them of training location, time and date.			7/1/98
			7.3.2	Register agency personnel for module training (In some instances, this will require travel arrangements for offsite personnel)	7.3.2	Agency Training Coordinator confirms names of AM module trainees by contacting Paulette Longmire at #5700 with names of trainees.	7/15/98
				(Asset Management is addressed here currently. Other modules will appear here in future updates.)			
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	8			SECURITY PROFILES			
				To be provided by MT PRRIME by July 15, 1998			
						Return security request forms	AM: 8/10/98 HR: 3/1/99 FIN: 4/1/99

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				Analysis			FIN: 1/4/99
		10.4		Identify jobs affected by MT PRRIME			AM: 8/1/98 HR: 1/4/99 FIN: 2-1-99
		10.5		Develop approach to providing employees with necessary skills. Train new employees on new duties and jobs.	10.5	Develop and implement a plan to develop employee skills	AM: 9/1/98 HR: 2/15/99 FIN: 4/1/99
		10.6		Implement new job descriptions with affected employees			AM: 9/1/98 HR: 4/1/99 FIN: 7/1/99
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	11			GENERAL LEDGER			
		11.1		Review MT PRRIME Chart of Accounts/Budget Structure document (Web Site Location - www.mt.gov/doa/mt_prime/mtcode.pdf)			6/1/98
		11.2		Discuss questions with MT PRRIME General Ledger staff (Chuck Virag @ 5841/Terry Atwood @ 5849)			7/1/98
				Design your new Chart of Accounts - Determine how Responsibility Centers will convert to Organization Units (General Ledger) and Departments (Human Resource).	11.3	Document Organization and Project/Grant Structure	
				Initial Design			9/1/98
				Final Design			12/15/98
		11.3		Design your new Chart of Accounts - Determine how Responsibility Centers will convert to Projects/Grants.	11.3	Document Organization and Project/Grant Structure	

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				Initial Design			9/1/98
				Final Design			5/1/99
		11.4		Determine use of Funding Sources associated with Project/Grant chartfield values. Document attributes.	11.4	Document Funding Source Attributes	5/1/99
		11.5		Determine which internal systems that PS can replace.			10/1/98
				Determine and discuss with your information technology staff the impact of the new chart of accounts on continuing agency systems.			
		11.6		Develop SpeedCharts	11.6	Document SpeedChart Requirements	
				Initial Design			9/1/98
				Final Design			5/1/99
		11.7		Agency determined financial trees	11.7	Document tree structure for financial reporting	
			11.7.1	Trees for summarizing Organization and Project/Grant revenue and expenditure activity.			5/1/99
			11.7.2	Trees for expenditure reporting to federal/private grantors			5/1/99
			11.7.3	Trees for agency unique special purpose reporting			5/1/99
			11.7.4	Budget translation trees for Revenue and Project/Grant Budgets			5/1/99
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		11.8		Security/Workflow	11.8	Document security/workflow requirements	4/1/99
				MT PRRIME will provide security profiles by 7/15/98.			
				See section 8 of this workplan for more information.			
			11.8.1	Correction access to trees and panels			4/1/99
			11.8.2	Update access to trees and panels			4/1/99
			11.8.3	Read Only access to trees and panels			4/1/99
			11.8.4	No access to trees and panels			4/1/99
		11.9		Business Rules			
			11.9.1	Budget Checking Tolerances - Identify funds subject to budget checking	11.9.1	Document business rules	4/1/99
			11.9.2	Pre-encumbrance Control Set at Business Unit Level	11.9.2	Document business rules	4/1/99
			11.9.3	Journal Approval Options	11.9.3	Document business rules	4/1/99

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		11.9.4	Journal Source Definintions and Options	11.9.4	Document business rules	4/1/99
		11.9.5	Journal Operator Preferences (Establishes Operator Defaults Only)	11.9.5	Document business rules	4/1/99
		11.9.6	Combination Edits	11.9.6	Document business rules	4/1/99